

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Assistant to the City Manager

Band	Grade	
E	916	
<b>DEPARTMENT:</b> City Manager	<b>ACCOUNTABLE TO:</b> City Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent(s) is responsible for providing executive level support to the City Manager. Duties may include: performing research and preparing analytical reports; researching, analyzing and evaluating programs; coordinating activities with other departments; assisting in planning and implementing special projects; writing press releases; receiving and resolving complaints; developing procedures; maintaining program databases; maintaining departmental records, policies and procedures; processing and maintaining personnel documents; and, tracking expenditures.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Assistant to the City Manager is a stand alone classification and is distinguished from other classifications due to the unique responsibilities associated with providing executive-level support to the City Manager.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Coordinates and performs a variety of complex and highly sensitive administrative support activities to include: serving as a liaison between the public, City staff and the City Manager; maintaining a high level of confidentiality concerning personnel and other sensitive matters; assigning projects, inquiries and complaints to departments for handling; and providing information and direction to department directors in accordance with the City Manager's priorities and management style.	Daily	

New 07/07

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2.	Works with management in resolving problems and handling sensitive issues by responding to requests and inquiries and handling complaints.	Daily	
3.	Researches and works on special projects to include: writing press releases; preparing reports and documents used by management in making decisions and preparing required reports.	Weekly	
4.	Maintains program databases, departmental records, departmental personnel records and policy and procedural manuals.	Weekly	
5.	Develops and assists management in implementing and monitoring Council policy objectives, federal and state law, City policies and procedures and operational standards and guidelines.	Monthly	
6.	Assists in preparing the departmental budget by gathering and organizing historical data and requests for new equipment or improvements.	Annually	
7.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- City Council goals and objectives;
- Theories and principles related to public administration;
- Research methodology;
- Policy development techniques.

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**Skills** (position requirements at entry):

Skill in:

- Preparing and reviewing technical reports and other documents;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing multiple projects, programs and activities;
- Tracking budget expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associate's Degree in a field related to business or public administration and three years of experience in providing executive level administrative support or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Position may require:

- Possession of or ability to obtain Notary Public Certification

**Physical Requirements:**

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Human Resources/Risk Management (jls)

Date: 07/07

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